

ED 173

REV. 7/03

C.G.S. 10-145

C.G.S. 10-145d, P.A. 03-168

Regs. 10-145d-418

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Bureau of Educator Preparation and Certification

P.O. Box 150471 – Room 243

Hartford, CT 06115-0471



www.state.ct.us/sde

APPLICATION FOR TEMPORARY AUTHORIZATION FOR A MINOR ASSIGNMENT

PART I: PERSONAL INFORMATION (Print all information in dark ink and in uppercase letters.)

LAST NAME

FIRST NAME

MI

GENDER (M/F)

SOCIAL SECURITY NUMBER

BIRTH DATE (Month-Day-Year) – **Required**

ADDRESS (Street)

(Apt #)

(City)

(State)

(Zip Code)

FORMER LAST NAME(S)

PHONE

(Home)

(Work)

Race/Ethnicity

(Optional)

1. Native American
2. Asian/Pacific Islander
3. Black
4. White
5. Hispanic

E-MAIL ADDRESS _____

1. Have you ever been convicted of **any** crime, excluding minor traffic violations? ☐ YES ☐ NO
2. Have you ever been dismissed for cause from any position? ☐ YES ☐ NO
3. Have you ever surrendered a professional certificate, license, permit or other credential (including, but not limited to, an education credential); had one revoked, suspended, annulled, invalidated, rejected or denied for cause; or been the subject of any other adverse or disciplinary credential action? ☐ YES ☐ NO

NOTE: If you answer “YES” to any of the above questions, you must attach a signed statement of explanation. If there are multiple incidents within each question, you must list and explain each separately. Submit **official** copies of court or administrative record(s), including disposition of each case.

Information on this application is subject to disclosure pursuant to the Freedom of Information Act.

PART II: APPLICANT ATTESTATION

I certify that the information provided by me on this application and any accompanying documents contains no material misrepresentations, falsifications or omissions and that all of the information given by me is true, complete and accurate. I understand that all application and accompanying information may be verified and that any material misrepresentation, falsification or omission may result in the denial or revocation of my certificate(s), permit(s) or authorization(s).

I understand that to obtain a reissuance of a Temporary Authorization for a Minor Assignment I will need to complete an additional six (6) semester hours of credit in the area requested.

ORIGINAL SIGNATURE OF APPLICANT

DATE:

PART III: EMPLOYING AGENT'S REQUEST (must be completed by the superintendent)

NOTE: The number of instructional periods per day for the minor assignment shall not exceed the number of instructional periods of the primary assignment. The area of the minor assignment may not exceed two (2) periods per day.

I hereby request a Temporary Authorization for a Minor Assignment for the applicant. In addition to the primary teaching assignment, the teacher will be assigned in the indicated area.

Endorsement area requested for minor assignment: _____

☐

Check box if a bilingual endorsement is sought in the above endorsement area.

Number of periods per day for minor assignment: _____

Grade level of minor assignment: _____

School year for minor assignment: _____

Number of periods per day for primary assignment: _____

Primary teaching assignment and endorsement(s) held: _____

I am requesting one of the following ☐ Issuance ☐ Reissuance (See Note)

☐

The applicant has earned at least 12 semester hours of college credit in the subject/field indicated above.

☐

Official transcripts are attached.

NOTE: Regulations provide for only one reissuance of a Temporary Authorization for a Minor Assignment and will require an additional six (6) semester hours of credit in the area requested. I understand that on or before the expiration date of this renewal period, the candidate must qualify for and obtain the endorsement or discontinue teaching the subject/field.

PART IV: EMPLOYING AGENT'S SIGNATURE

Signature of Superintendent/Exec. Dir./Designee
(Original signature, no stamps accepted)

Date

Typed or Printed Name of Person Signing Above

Title

District

()

Telephone Number

Street

City

Zip Code

E-Mail Address

Original Signatures Must Be On Form Submitted

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CONNECTICUT STATE DEPARTMENT OF EDUCATION**Bureau of Educator Preparation and Certification****P.O. Box 150471 – Room 243****Hartford, CT 06115-0471**www.state.ct.us/sde**INSTRUCTIONS TO APPLICATION FOR
TEMPORARY AUTHORIZATION FOR A MINOR ASSIGNMENT****THIS CHECKLIST MUST BE ATTACHED TO THE COMPLETE APPLICATION PACKET****Applicant:**

- ☐ a. Complete Parts I and II.
- ☐ b. Attach official transcript(s), signed and sealed by the registrar(s), indicating the completion of a minimum of 12 semester hours of credit in the requested area.
- ☐ c. Return completed application to the superintendent of schools.

Employing Agent:

- ☐ a. Parts III and IV are to be completed and signed by the superintendent of schools, executive director or designee.
- ☐ b. Return the completed application, attachments and checklist to the Bureau of Educator Preparation and Certification.

KEY TO ENDORSEMENT CODES

010	Business, 7 – 12	047	Technology Education, Pre-K – 12
015	English, 7 – 12	049	Music, Pre-K – 12
018	French, 7 – 12	055	Partially Sighted, Pre-K – 12
020	Italian, 7 – 12	057	Hearing Impaired, Pre-K – 12
021	Latin, 7 – 12	059	Blind, Pre-K – 12
022	Russian, 7 – 12	062	School Library Media Specialist
023	Spanish, 7 – 12	089	Marketing Education, 7 – 12
024	Other World Language, 7 – 12	101	World Language Instructor, Elementary
026	History & Social Studies, 7 – 12	102	Remedial Reading & Remedial Language Arts, 1 – 12
029	Mathematics, 7 – 12	104	Cooperative Work Education/Diversified Occupations
030	Biology, 7 – 12	111	Teaching English to Speakers of Other Languages (TESOL), Pre-K – 12
031	Chemistry, 7 – 12	215	English, Middle School
032	Physics, 7 – 12	226	History & Social Studies, Middle School
033	Earth Science, 7 – 12	229	Mathematics, Middle School
034	General Science, 7 – 12	230	Biology, Middle School
040	Agriculture, Pre-K – 12	231	Chemistry, Middle School
041	Vocational Agriculture, 7 – 12	232	Physics, Middle School
042	Art, Pre-K – 12	233	Earth Science, Middle School
043	Health, Pre-K – 12	234	General Science, Middle School
044	Physical Education, Pre-K – 12	235	Integrated Science, Middle School
045	Home Economics, Pre-K – 12		

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